

### **Termination Procedure:**

If you need to Terminate an agent from your brokerage you must:

1. Draft a letter that will be sent to the agent that is to be terminated. The letter must:
  - a) Be typed on company letterhead
  - b) Be addressed to the agent. **i.e.,**  
**Jane Doe**  
**1234 Main Street**  
**Any Town, MD 12345**

**Dear Jane Doe:**

  - c) Mailed (standard US Mail) the last known home address of the agent
  - d) State your intent to terminate them from the brokerage
  - e) Signed by the Broker
2. Obtain a copy of our License Change form and complete the front page (please fill in the name and registration number of the agent to be terminated and circle Termination) and the Termination section of the second page of the form.
3. Send a copy of the Termination letter and the completed License Change form to the Commission for processing.

You may send both the Termination letter and License Change form to the Commission for processing using the standard mail or email. Our mailing address and email address are listed below. If you have questions regarding the procedure, please call the Commission at 410-230-6200.

#### **Mailing Address**

The Maryland Real Estate Commission  
500 N. Calvert Street  
Baltimore, MD 21202

#### **Email Address**

[dlmrec-dllr@maryland.gov](mailto:dlmrec-dllr@maryland.gov)

Thank you for your attention to this matter.

Sincerely,

The Maryland Real Estate Commission

PHONE: 410-230-6200 • FAX 410 333 0023 EMAIL: [dlmrec-dllr@maryland.gov](mailto:dlmrec-dllr@maryland.gov) • INTERNET: [www.labor.maryland.gov/license/mrec](http://www.labor.maryland.gov/license/mrec)